

Focus Occupation: **Executive Secretaries and Executive Administrative Assistants (43-6011)**

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|------------------------------|--|
| Employment and Growth | 4,236/ 11.2% |
| Ave. Monthly Wage | \$4,343 |
| Education/Experience | High school diploma or equivalent/1 to 5 years |

Advance FROM Focus Occupation

| Occupation | Rung | Employment/ Growth | Education/Experience | Similarity |
|---|------|-----------------------|----------------------|------------|
| Human Resources Managers, All Other (11-3049) | 7 | 400/ 10.5% | BA/1-5 yrs | 89 |
| Management Analysts (13-1111) | 6 | 318/ 15.6% | BA/1-5 yrs | 81 |
| Administrative Services Managers (11-3011) | 5 | 2,252/ 14.4% | HS/1-5 yrs | 86 |
| Editors (27-3041) | 4 | 152/ 0.0% | BA/1-5 yrs | 74 |
| Human Resources, Training, and Labor Relations Specialists, All Other (13-1079) | 4 | n/a | BA | 86 |
| Legal Support Workers, All Other (23-2099) | 4 | n/a | HS | 96 |
| Technical Writers (27-3042) | 4 | 132/ 10.9% | BA/1-5 yrs | 77 |
| Human Resources Specialists (13-1071) | 3 | 749/ 8.7% | BA | 82 |
| First-Line Supervisors of Office and Administrative Support Workers (43-1011) | 2 | 2,697/ 13.2% | HS/1-5 yrs | 89 |
| Paralegals and Legal Assistants (23-2011) | 1 | 600/ 6.8% | AA | 79 |

Transfer TO and FROM Focus Occupation

| Occupation | Rung | Employment/ Growth | Education/Experience | Similarity |
|---|------|-----------------------|----------------------|------------|
| Meeting, Convention, and Event Planners (13-1121) | 0 | 69/ 15.0% | BA/under 1 yr | 82 |

Advance TO Focus Occupation

| Occupation | Rung | Employment/ Growth | Education/Experience | Similarity |
|---|------|-----------------------|----------------------|------------|
| Legal Secretaries (43-6012) | -1 | 529/ 1.1% | HS | 88 |
| Title Examiners, Abstractors, and Searchers (23-2093) | -1 | 55/ 3.8% | HS | 82 |
| Eligibility Interviewers, Government Programs (43-4061) | -2 | 1,061/ 7.0% | AA | 73 |

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|---|----|--------------|-----|----|
| Human Resources Assistants, Except Payroll and Timekeeping (43-4161) | -2 | 587/ 7.9% | HS | 88 |
| Court, Municipal, and License Clerks (43-4031) | -3 | 770/ 5.8% | HS | 76 |
| Credit Authorizers, Checkers, and Clerks (43-4041) | -3 | 42/ 10.5% | HS | 71 |
| Insurance Claims and Policy Processing Clerks (43-9041) | -3 | 221/ 18.2% | HS | 76 |
| Medical Records and Health Information Technicians (29-2071) | -3 | 626/ 27.5% | VOC | 77 |
| Medical Secretaries (43-6013) | -3 | 647/ 32.0% | HS | 76 |
| Payroll and Timekeeping Clerks (43-3051) | -3 | 594/ 8.4% | HS | 85 |
| Interviewers, Except Eligibility and Loan (43-4111) | -4 | 578/ 3.6% | HS | 74 |
| Office and Administrative Support Workers, All Other (43-9199) | -4 | 5,100/ 15.7% | HS | 92 |
| Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014) | -4 | 3,633/ 7.4% | HS | 93 |
| Word Processors and Typists (43-9022) | -4 | 61/ 1.7% | HS | 81 |
| File Clerks (43-4071) | -5 | 565/-0.7% | HS | 85 |
| Office Clerks, General (43-9061) | -5 | 7,318/ 10.3% | HS | 94 |
| Receptionists and Information Clerks (43-4171) | -5 | 3,619/ 18.0% | HS | 87 |

Important note: A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.